

# 11-48  
July 1, 2011



## **Career Opportunity**

### **United States District Court – Southern District of Texas**

Position: Administrative Assistant to the Clerk of Court

Location: Houston, Texas

Closing Date: Until Filled; Anticipated Start Date: September 1, 2011

Salary Range: \$42,777- \$76,612\* (CL25/CL26)  
\*Salary commensurate with experience

#### **POSITION OVERVIEW:**

The United States District Court for the Southern District of Texas is seeking qualified applicants for a position as Administrative Assistant to the Clerk of Court. The successful candidate will provide efficient day-to-day administrative and secretarial support to the Clerk of Court, Chief Deputy Clerk and other Executive Office staff. Duties and responsibilities include: maintaining calendars; scheduling travel arrangements; preparing expense reports; receiving, prioritizing and distributing mail; coordinating meetings and other events; researching, drafting and editing documents, correspondence, reports and presentations; working independently and as part of a team on special non-recurring and ongoing projects; developing, implementing and/or refining filing systems and procedures; receiving visitors, answering their questions and directing them to the appropriate office/person; and providing staff support and other duties as needed or required.

#### **QUALIFICATIONS:**

Qualified candidates must possess at least two years of progressively responsible clerical or administrative experience sufficient to perform successfully the essential duties of the job as listed above. A four year degree from an accredited university is preferred.

Applicants must be able to multi-task; handle difficult and sensitive situations using sound, independent judgment within general policy and legal guidelines; communicate effectively with co-workers, supervisors, judicial officers, representatives of public and private organizations and others to exchange or convey information accurately; interact with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone; demonstrate poise, tact and diplomacy; and maintain confidentiality. In addition, applicants must have a working knowledge of Word Perfect and Microsoft Office Suite. Familiarity with Microsoft SharePoint and CM/ECF, the court's electronic docketing program, is a plus.

Excellent written and spoken English is required; knowledge of a second language, particularly Spanish, is an asset.

**BENEFITS:**

Benefits include participation in the retirement system, thrift savings plan with matching contributions, health/medical plans, life insurance, long-term care and long-term disability insurance, 10 annual holidays, and annual and sick leave accrual plans.

**APPLICATION PROCESS:**

To be considered for this position, please submit the following: (1.) a completed employment application; (2.) resume; and (3.) cover letter, noting the position number, which explains your interest in the position and highlights your relevant training and experience. An employment application may be obtained from our website at [www.txs.uscourts.gov/jobs](http://www.txs.uscourts.gov/jobs) or by calling 713.250.5508.

Please submit the requested material in *one PDF attachment* via e-mail to [employment@txs.uscourt.gov](mailto:employment@txs.uscourt.gov). You may also submit your materials via regular mail or fax to:

United States District Court - Southern District of Texas  
Human Resources, Announcement No.: 11-48  
P.O. Box 61010  
Houston, Texas 77208  
Facsimile: 713.250.5717

Internal applicants may apply by submitting the requested information to Human Resources and providing a copy to his or her immediate supervisor.

**MISCELLANEOUS:**

Participation in the interview process is at the applicant's own expense. Applicants may be asked to take a proficiency test.

The Court will only communicate with those qualified applicants who are selected for an interview. If you are not notified, another applicant was selected.

Employees of the United States Courts are not included in the government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Employees who work for the Court are considered "at-will" and work at the pleasure of the Court. As a condition of employment, successful applicants will be subject to a background check, credit check and/or records check with law enforcement agencies.

The Court reserves the right to modify the conditions of this announcement, withdraw the announcement, or fill the position at any time before the closing date, any of which may occur without prior written notice.

**EQUAL OPPORTUNITY EMPLOYER**